Instructions for Transferring Funds Electronically

You can transfer funds directly from your financial institution to one or more of your GET accounts through the US Bank Online Electronic Payment System. This service is provided by US Bank and they charge a $1 per transaction fee to use the service. You do not have to bank with US Bank to use this service.

Before starting please read through the following information for important details that will help you successfully transfer funds.

****IMPORTANT DETAILS – PLEASE READ****

- ➢ You will start the process by logging into your GET account. The Electronic Payment System is hosted by US Bank and you'll need to disable your Pop-Up Blockers before starting the process. (Instructions will appear on your screen.)

- ➢ Carefully enter your bank routing and account numbers. A $15 return payment fee may be assessed on your GET account(s) if your financial institution returns your payment for any reason. Before using the Electronic Payment System, confirm that your financial institution will allow this type of transaction especially if you are using a Money Market or Savings Account.

- ➢ You can make a payment without registering with the US Bank Electronic Payment System, however, your electronic payment can only be tracked if you have REGISTERED.

- ➢ When REGISTERING you must create a USER ID and PASSWORD. You can choose to create them to be the same as your GET account Login ID and Password, but it does not necessarily have to be. Keep this information handy in case we need to research your payment.

- ➢ The Scheduled Payment Date: The US Bank Electronic Payment System requires a payment date that begins 1-3 business days from the date you are initiating the transaction. Or, you can select a date further into the future. You cannot schedule the payment to be the same day you are initiating it.

- ➢ You will likely receive confirmation that the electronic payment has cleared your financial institution within 1- 3 business days, but it may take GET from 5-7 business days to post the payment to your GET account. If your payment has cleared your financial institution, then you can be assured it has been received. Customer Service will not be able to confirm whether a payment has been received because of the amount of transactions coming through. We cannot search for individual payments.

- ➢ Before calling Customer Service, please check first with your financial institution to see if your payment has cleared. Log in to your account to view your GET account transaction history. You can also track your electronic payment through US Bank here.

- ➢ If your payment has been misapplied, please send us a written request with your signature and tell us what needs to be corrected. Your request can be scanned and emailed to GETInfo@wsac.wa.gov, faxed to 360.704.6200 or mailed to GET Program, PO Box 43450, Olympia WA 98504-3450.
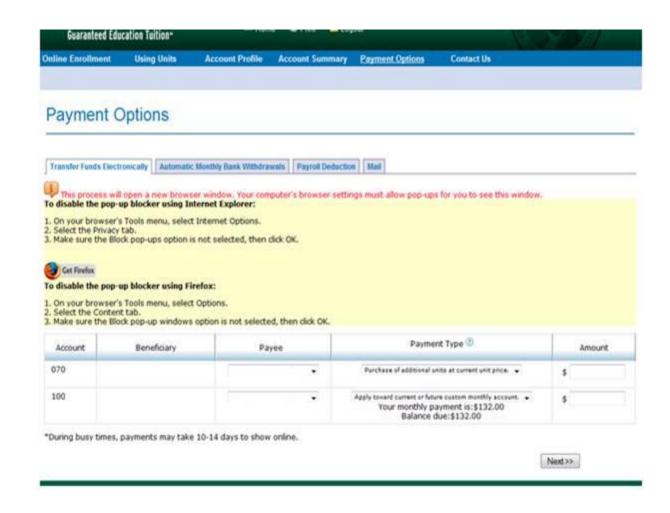
Step By Step Instructions and Page Screens

1. Log in to your GET account online with your Login ID and Password.
2. Click on the Payment Options icon.
   - The open tab is titled "Transfer Funds Electronically".
3. Scroll down and locate the account or accounts for which you are making an electronic payment.
   - Use the drop down arrow to select if your payment will be applied as a Lump Sum Purchase or toward your existing Custom Monthly Payment.
   - Enter a dollar amount.
4. Click the NEXT button
5. Scroll down and read through the information and verify the information you entered is correct or make any necessary corrections.
6. Click the NEXT button.

****** If your pop up blocker IS disabled your screen will appear with the ACCESS WASHINGTON Logo and the Login Screen for the Electronic Payment System*****. If you do not get this page, you must go back and follow the instructions for disabling your pop up blocker and start again.

7. Enter the User ID and Password if you created one with US Bank before, or click on Register or Pay without Registering.
8. If you clicked on REGISTER – Create a User ID and Password and enter the payor's information. Click the SUBMIT button.
   If you clicked PAY WITHOUT REGISTERING – Enter your contact information and you do have another opportunity to REGISTER. Click the CONTINUE button.
9. Enter the information regarding your financial institution. Be careful to enter the information correctly. Verify it before you click the CONTINUE button.
10. The dollar amount and payment method will already be entered.
11. The scheduled payment date is already predetermined by US Bank to be 1-3 business days from the date you are initiating the payment.   You cannot schedule the payment to be the same day you are initiating it.
12. Verify the information you entered is correct and click the CONTINUE button.
13. Verify the information you entered again and enter an Email Address so you can receive an email confirmation. Read the Terms and Conditions and click "Accept." Click the CONFIRM button.
14. Print the confirmation page which includes details of your transaction and your confirmation number. Click the OK button.
15. You will then return to your GET account owner page. Click to Logout.
16. If you registered when making the Electronic Payment you can track the payment here: http://www.get.wa.gov/currentcustomers.shtml

Remember it may take 1-3 business days for you to be see that your payment has cleared your financial institution, but 5 - 7 business days before it appears on your GET account.

Payment Options

| Transfer Funds Electronically | Automatic Monthly Bank Withdrawals | Payroll Deduction | Mail |

This process will open a new browser window. Your computer's browser settings must allow pop-ups for you to see this window.

To disable the pop-up blocker using Internet Explorer:

1. On your browser's Tools menu, select Internet Options.
2. Select the Privacy tab.
3. Make sure the Block pop-ups option is not selected, then click OK.

Get Firefox

To disable the pop-up blocker using Firefox:

1. On your browser's Tools menu, select Options.
2. Select the Content tab.
3. Make sure the Block pop-up windows option is not selected, then click OK.

Account	Beneficiary	Payee	Payment Type ⑦	Amount
070		▾	Purchase of additional units at current unit price. ▾	$
100		▾	Apply toward current or future custom monthly account. ▾ Your monthly payment is:$132.00 Balance due:$132.00	$

*During busy times, payments may take 10-14 days to show online.

Next >>

After selecting the account/s and entering the payment amount, select NEXT

Payment Options

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To disable the pop-up blocker using Firefox:

1. On your browser's Tools menu, select Options.
2. Select the Content tab.
3. Make sure the Block pop-up windows option is not selected, then click OK.

Please carefully enter your bank routing and account information. You'll be charged a $15 returned payment fee if you enter incorrect information or try to transfer funds electronically from an account that does not allow this type of transaction. If you're using a money-market or savings account, please check with your financial institution to confirm it allows this type of transaction.

Your electronic payments will be processed within 1 to 2 business days. You'll be able to view payments in your GET account transaction history within 3 to 5 business days.

- Press the NEXT button to open a new browser window and transfer to the US Bank system.
- Track your payment information by registering with US Bank or make a one-time payment without registering.
- US Bank charges a $1.00 transaction fee
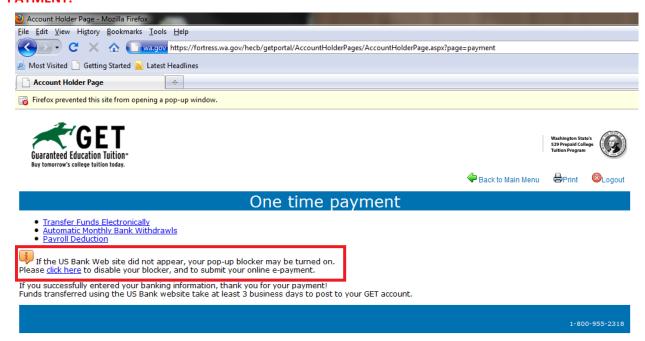- Follow all steps in the process to complete your transaction.

The US Bank fund transfer system is separate from your GET account information.
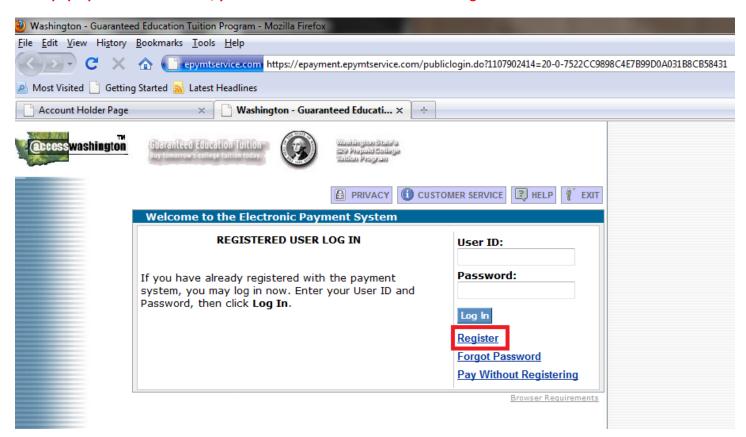
April 30, 2011 UPDATE:

- Due to high payment volumes, it may take 10-15 business days for you to see your payment on your GET account.
- Please do not attempt to change the scheduled payment date on the US BANK web site, it is hard-coded for two to three days from today's date. As long as it is done by midnight you will be fine.
- Call volumes are extremely high, please expect at least a 10-15 minute wait time. Your patience is appreciated.

Account	Payee	Amount	Payment Type	
0701		$1.00	Purchase of additional units at current unit price.	

<< Previous   Next >>

If your pop-up blocker is NOT disabled, you'll get this page (If no bank information was entered, you DID NOT MAKE A PAYMENT:
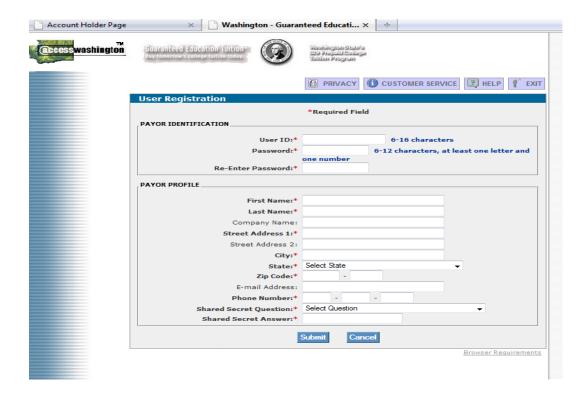

If the pop-up blocker is disabled, you will enter the secured Access Washington site:

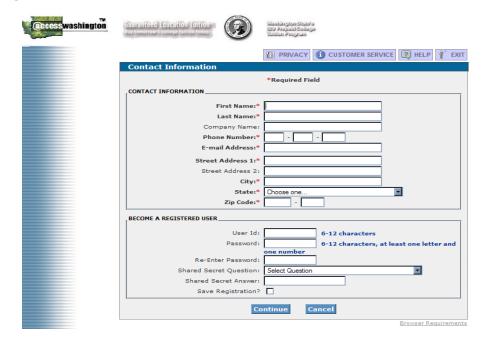**We recommend you register with US BANK so we can track your payment if needed. (see red box above)**

If you pay without registering, there is no way for us to confirm you've actually submitted a payment, unless you receive the confirmation # at the end of the transaction.
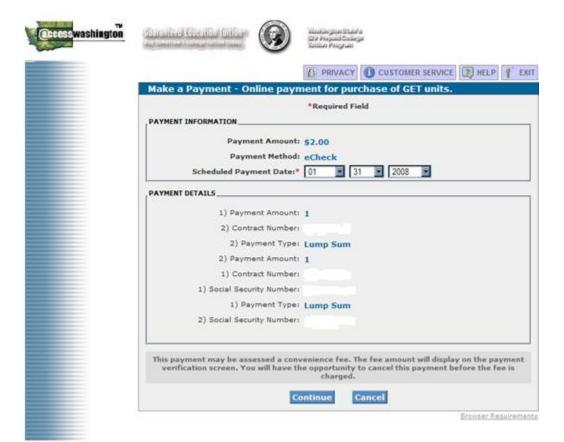**If Registering- you will complete this form:**

Continue through the system to make your payment. (see next screens) If you don't select "Become a Registered User," you will see the next page.
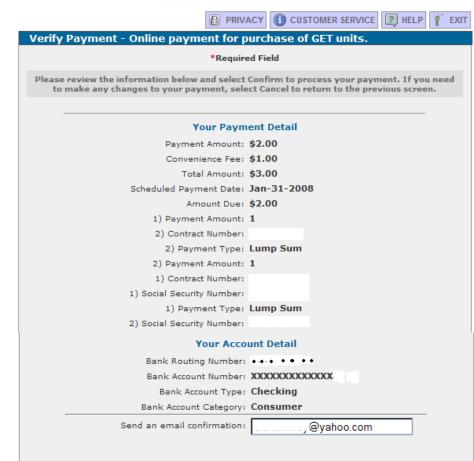
Pay without registering:

Enter your bank information:

Agree to terms and conditions and select the check box below.

accesswashington ™   Guaranteed Education Tuition — Buy tomorrow's college tuition today.   Washington State's 529 Prepaid College Tuition Program

PRIVACY   CUSTOMER SERVICE   HELP   EXIT

Verify Payment - Online payment for purchase of GET units.

*Required Field

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

Your Payment Detail

Payment Amount: **$2.00**
Convenience Fee: **$1.00**
Total Amount: **$3.00**
Scheduled Payment Date: **Jan-31-2008**
Amount Due: **$2.00**
1) Payment Amount: **1**
2) Contract Number:
2) Payment Type: **Lump Sum**
2) Payment Amount: **1**
1) Contract Number:
1) Social Security Number:
1) Payment Type: **Lump Sum**
2) Social Security Number:

Your Account Detail

Bank Routing Number: • • • • • • • •
Bank Account Number: **XXXXXXXXXXXX**
Bank Account Type: **Checking**
Bank Account Category: **Consumer**
Send an email confirmation: _____@yahoo.com

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and effect until I notify my bank or notify the payee of its termination by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the total payment amount.

In the event that a payment is returned for insufficient funds, I authorize the payee to electronically debit my bank account for the original amount of the transaction, as well as a returned item fee, up to the maximum amount allowed by law.
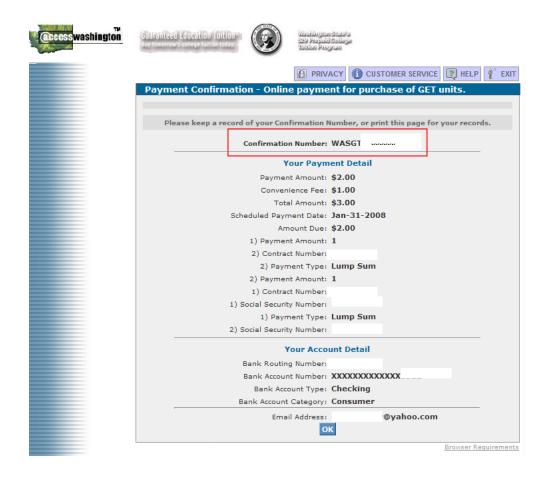
PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS
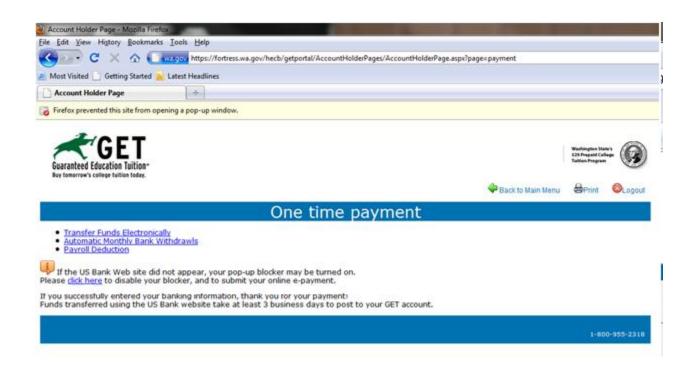
I accept the Terms and Conditions: ☐

Confirm   Cancel

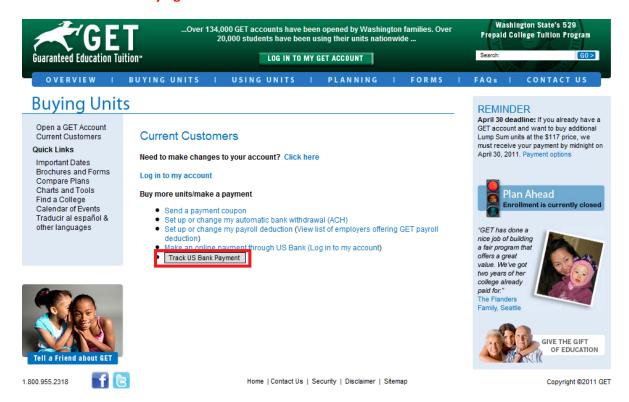**You will receive confirmation of payment. Select OK and you are sent to our HOME page.**

After payment you should be directed back to this page

If you entered your email address above, you will receive a confirmation email of payment.

If you want to confirm that your payment was submitted for any reason, OR if you want to cancel the payment, you will need your Confirmation #.

Go to our Website: Buying Units-Current Customers Tab

You will need to select Track US Bank Payment--- then Payment Inquiry (see below)

Then you will need your Confirmation Number and email address—and if it is not too late- you may cancel the payment. It will tell you the status after you enter the information and hit submit.

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PRIVACY · CUSTOMER SERVICE · HELP · EXIT

Payment Inquiry

Please enter the information below for the payment you wish to view.

*Required Field

Confirmation Number:*

Email Address:*

Submit   Cancel

Browser Requirements